

GREY FOREST COMMUNITY SUPERVISORY BOARD


GREY FOREST COMMUNITY CENTER

18249 SHERWOOD TRAIL

GREY FOREST, TEXAS 78023

MONDAY, DECEMBER 6, 2021, 6:30 P.M.

MINUTES

- I. CALL TO ORDER BY CHAIRPERSON at 6:40 p.m.
- II. RECORDING OF BOARD MEMBERS PRESENT: Sean Skaggs, Peter Carey, Madeline McCloskey. Also present: Brenda Reinhard, director of Grey Forest Community Center (GFCC) 
- III. DECLARATION OF A QUORUM
- IV. PRESENTATIONS BY CITIZENS AND VISITORS: Persons who desire to address the Grey Forest Community Supervisory Board will be received at this time. Comments by members of the public are limited to three (3) minutes for any one speaker. Speakers must conduct themselves in a civil manner. In accordance with the Texas Open Meetings Act, the board cannot deliberate or take action on items not listed on the meeting agenda.
- V. DISCUSS AND ACT ON APPROVAL OF MINUTES: August 20, 2021 – Peter Carey moved to accept the minutes as written and Sean Skaggs seconded the motion. The board unanimously approved. November 4, 2021- Sean Skaggs moved to accept the minutes as written and Peter Carey seconded the motion. The board unanimously approved.
- VI. FINANCIAL REPORT- \$ 10,086.60. The board discussed the GFCC's unusually high electric bill for October and Brenda Reinhardt mentioned she will ask the city secretary to follow up with CPS Energy
- VII. BOARD MEMBER REPORTS- Peter Carey advised he is noticing more cane rhizomes lately, possibly because the rain eroded the earth surrounding them. He advised when a backhoe is available, some dumped asphalt near the Hilltop bridge needs to be removed (it was dumped there several years ago).

Madeline McCloskey advised she received a packet from SAWS regarding proposed sewer options for a new development on Scenic Loop east of Babcock. One of the proposed options is to place a large sewer pipe along Helotes Creek. Septic systems will apparently not be an option due to the development's density. SAWS will conduct an informational meeting on December 7, 2021.

Madeline McCloskey advised phase 1 of the playground project has started. During Christmas break, additional work will be done.

Sean Skaggs advised the BBQ is currently being fabricated. The completion and delivery date are not known at this time.

DISCUSS AND TAKE ACTION (IF NECESSARY) ON THE FOLLOWING TOPICS: This notice is posted pursuant to the Texas Open Meetings Act-Texas Government Code 551.

VIII. UNFINISHED BUSINESS

- a. Discuss and act on Twelfth Night celebration. Madeline McCloskey suggested the board offer campfires in firepits, roast hot dogs, make smores, and invite people to bring side dishes. Hot chocolate will be served. She suggested the event start earlier to accommodate children and then later, adults can sit around and chat. She also proposed having games like cornhole. The event date will be January 8th from 5 p.m. to 8 p.m. Madeline advised the board will need to purchase hot dogs, buns, condiments, s'mores fixings, etc. and will ask Trish Terrazas to take charge of the shopping. Estimated attendance will be 50-60 people. Peter Carey and María Ammerman will loan their portable firepits for the event. Madeline McCloskey directed board secretary María Ammerman to promotional create a flyer for the event.
- b. Discuss and act on filling board vacancy. Tanya Granados applied for the vacancy. She has a background in education and church leadership. Peter Carey motioned to approve Tanya Granados' name be forwarded to the Grey Forest city council for review and approval. The board unanimously agreed.

IX. NEW BUSINESS

- a. Discuss and act on approving Brenda Reinhard as Grey Forest community center director. Sean Skaggs motioned to approve Brenda Reinhard's appointment as GFCC director. Peter Carey seconded the motion. The board unanimously approved. Brenda Reinhard provided a report on actions she has taken in recent weeks (see attached). She also mentioned a local bible group donated Christmas decorations from a recent event. The consist of pine garlands and tabletop lanterns.
- b. Discuss and act on city secretary taking on responsibilities of booking, accepting payment, and receiving contracts for GFCC. Peter Carey motioned to appoint city secretary has the point person for GFCC booking, accepting payment, and receiving contracts. Sean Skaggs seconded the motion. The board unanimously approve the motion.
- c. Discuss and act on responsibilities of, and monthly stipend for, community center director. Madeline McCloskey referred to a long list of duties drafted by the prior director of the GFCC and suggested that offering a stipend to the GFCC director would be appropriate given the work involved. Brenda Reinhard drafted a list of ongoing duties that she believes the GFCC director should perform. To date, she

has purchased some cleaning supplies and storage items and a new Christmas tree and lights for a total of \$ 222.68; she has submitted those receipts for reimbursement. Sean Skaggs moved to offer a \$40 monthly stipend to the GFCC director. Peter Carey seconded the motion. The board unanimously approved the motion.

- d. Discuss and act on revision of GFCC rental contract to reflect city's alcohol policy. Brenda Reinhard proposed a revised rental contract which reflects updated rules regarding alcohol consumption at GFCC events. Peter Carey motioned to accept the amended contract. Sean Skaggs seconded the motion. The board unanimously approved the motion.
- e. Discuss and act on moving \$2000 from Helotes/Lee Creek Maintenance to GFCC Maintenance/Operations. Madeline McCloskey explained the movement would reflect the board's current focus of improving GFCC operations. Sean Skaggs motioned to approve the funds' movement. Peter Carey seconded to motion. The board unanimously approved.
- f. Discuss and act on purchasing memorial tree tags. Madeline McCloskey explained \$26 is needed to purchase tags. Peter Carey motioned to approve the expenditure of \$26 for tree tags. Sean Skaggs seconded the motion. The board unanimously approved the motion.
- g. Discuss and act on authorizing public works to purchase base to maintain the GFCC driveway/parking lot. Madeline McCloskey explained she has consulted with Bubba Rutledge regarding the poor surface condition of the GFCC driveway and parking lot. He advised it would cost approximately \$500 to purchase leveling material. Sean Skaggs states he knows a potential vendor who may be able to offer a good price on materials and delivery. Sean Skaggs motioned to authorize up to \$500 for material and delivery expenses. Peter Carey seconded the motion. The board unanimously agreed.
- h. Discuss and act on purchasing pickleball equipment- tabled for further discussion.
- i. Discuss and act on December 12th potluck dinner. María Ammerman will bring a CD player, 2 disposable red tablecloths, and the ham, Madeline McCloskey will bring sodas. Brenda Reinhard will bring a Christmas CD. The GFCC is stocked with enough ice, tea bags, lemonade mix, plasticware and paper goods.

Meeting adjourned at 8:07 p.m.

Meeting Minutes documented by María Ammerman

Meeting Minutes Approved by Chairperson:

Madeline McCloskey

